

STATE OF CALIFORNIA
CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Associate Development Specialist (P/FT)
Salary Range: \$3,764 - \$4,576

DATE: August 8, 2000

LOCATION: Division of Science, Technology and Innovation

FILING DEADLINE: Until filled

JOB DUTIES: The Associate Development Specialist will coordinate, execute duties, provide guidance and management for projects and activities associated with the statewide efforts, in particular, to gather data on rural e-commerce and telecommunications to improve e-commerce in rural economic regions to ensure a technology driven economy for all Californians. The responsibilities of the Associate Development Specialist for the position are described as follows:

- Facilitate the formation of joint, value-added, State/federal/academic/private sector partnerships and alliances to maximize the business creation potential of California's technological assets through funding, initiatives, and infrastructure development in critical areas not currently served by others.
- Help provide leadership and coordination to statewide organizations involved in promoting, facilitating, or assisting small businesses, manufacturers for entrepreneurs throughout the State to meet stated objectives, milestones, and within budget, and that deviations are acknowledged in a timely fashion.
- Develop grant application eligibility criteria and forms, market, review, and evaluate grant program and manage grants for rural e-commerce demonstration projects.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Management strategies for implementing a complex statewide program including, familiarity with budgets, contracts, and the Trade and Commerce Agency's administrative requirements;
- Regional economic development trends and issues, strategies for designing and implementing projects and programs;
- Programs available to businesses from the Trade and Commerce Agency and general knowledge of other state programs that may assist companies;
- Federal and State grant and loan programs for local economic development and business development; and
- Technology/science industry or manufacturing or entrepreneurship/finance.

Ability to:

- Speak with confidence to large groups of constituents;
- Work independently with only general supervision;
- Conduct strategic planning;
- Evaluate programs;
- Work cooperatively and in coordination with other staff, State and federal agencies, and local organizations;
- Write reports/proposals, and perform analyses and research as required; and
- Develop and implement policy.

Reference:

- Please provide writing samples.

DESIRABLE QUALIFICATIONS:

- Public policy knowledge or experience and expertise in forming partnerships between private/public, local, regional, State, or federal entities to accomplish the State's mission; and
- Interest in or experience with data base design, statistical research, e-commerce and internet, entrepreneurship, science or technology, small business assistance and digital divide/access.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Carol Harrison

Phone: (916) 322-6411

PLEASE SUBMIT YOUR APPLICATION TO:
California Trade and Commerce Agency
Division of Science, Technology and Innovation
801 K Street, Suite 1700
Sacramento, CA 95814
Attention: Carol Harrison
RPA #00-217